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AFI 33-322, 4 June 2012, is supplemented as follows. This supplement establishes policy and assigns responsibilities for life-cycle management (e.g., creation, maintenance and use, and disposition) of information as records in all media through the Air Force Records Management Program. This supplement applies to all Air Force military, civilians and contractor personnel under contract by the Department of Defense who maintain records in their area of responsibility. This publication does not apply to Air National Guard units or the Air Force Reserve Command. The office of primary responsibility (OPR) determines no waivers will be granted for any part of the publication. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the OPR using AF Form 847, *Recommendation for Change of Publication,* route AF Forms 847 from the field through the appropriate functional's chain of command. See **Attachment 1** for a *Glossary of References and Supporting Information*.

SUMMARY OF CHANGES

Changed paragraphs to coincide with parent AFI: 6 to 6.4, 6.3.6 to 6.4.1.19 and clarified duties, Incorporated 6.3.5 & 6.3.7 into 6.4.3.2 and changed duties; 8.2 to 6.2.10 clarified procedures; added 6.4.3.4 to provide BRM capability to delete users unwilling to complete training; 7.9 to 6.5.1 and provided the opportunity to make separate FOIA and PA monitors; Combined 7.10 & 7.11 to 6.5.2; 8.9, 9.7 & 9.8 to 6.5.5 and clarified duties; removed 8.10; Added 6.5.5.1 to clarify ERM access; added 6.5.5.2 recommending ERM tracking procedures; added 6.6.10.

6.2.10. If an office of record has no vital records, a no vital records letter must be signed by the Chief of Office of Records (COR) and sent to Functional Area Records Manager (FARM); who in turn will send to Base Records Manager (BRM).

6.4. **Base Records Manager.** The 366th Communications Squadron, Records Management (366 CS/SCOKR), is the BRM for Mountain Home AFB (MHAFB) and is located in Building 512, Room 110.

6.4.1.19. **(Added)** BRM or FARM will delete the Record Custodians (RC) Air Force Records Information Management Systems (AFRIMS) user account when the RC is no longer appointed as a custodian. If required, notify the BRM to clear the member in vMPF.

6.4.3.2. **(Added)** BRM will provide AFRIMS user training to their unit RCs during the Records Maintenance and Disposition Training class.   BRM will create certificates for all class attendees and distribute the certificates to the members, who will file a copy in their file plan and provide a copy to their FARMs.

6.4.3.4. **(Added)** If FARM, COR, or RC training is listed in AFRIMS as over 90 days overdue **the BRM reserves the right to remove them from AFRIMS and require that member** reaccomplish all training to include classroom if required.

6.5.1. **(Added)** The FARM may also act as the unit Privacy Act Monitor (PAM) with the concurrence of the unit commander. If a commander chooses to appoint separate individuals to the FARM and PAM roles, separate appointment letters are required.

6.5.2. **(Added)** FARMs will ensure applicable sections in their AFRIMS are up-to-date. FARMs will maintain FARM documentation, which will contain items as indicated on the FARM file plan provided by BRM. Maintain all documentation in the FARM book IAW the RDS.

6.5.5. **(Added)** Upon receipt of a training certificate, the FARM will update AFRIMS and ensure office provides updated cover sheet for COR to digitally sign (reference guidance for digital signatures found in AFI 33-321, *Authentication of Air Force Records*) then attach the new cover sheet to the remaining pages of the file plan and file. Maintain all documentation in the FARM book/"O" drive IAW the RDS.

6.5.5.1. **(Added)** Upon receipt of appointment letters from the COR, the FARM will request "O" drive access from their Squadron Cybersecurity Liaisons.

6.5.5.2. **(Added)** FARMs should maintain either a spreadsheet or consolidated appointment letter provided by the COR for each office listing those who require COR, RC or ERM access.

6.6.10. **(Added)** For any scheduled periods of absence of 45 days or more RCs will either ensure their training remains current or notify their FARMs so their account can be deactivated.

DAVID R. IVERSON, Colonel, USAF
Commander, 366th Fighter Wing

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-322, Records Management Program, 4 June 2012

Prescribed Forms (Added)

No forms prescribed by this publication.

Adopted Forms (Added)

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms (Added)

AFRIMS—Air Force Records Information Management System

BRM—Base Records Manager

CBT—Computer-Based Training

CS—Communications Squadron (366 CS)

ERM—Electronic Records Manager

MHAFB—Mountain Home AFB

PAM—Privacy Act Monitor

SCOKR—Records Management (366 CS/SCOKR)